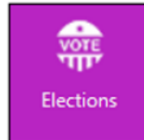


## EDR Postcard Reporting in WisVote

EDR Postcard reports will no longer be filed using the WEDCS web portal. Instead, they will be filed within the associated election in WisVote. The EDR reporting form will not be generated until the **EDR Complete** checkpoint has been checked. The form will populate using EDR information entered in WisVote (the **EDR Complete** checkpoint can be checked prior to the **Poll Book Votes Recorded** checkpoint).

### Entering a new EDR Postcard Report

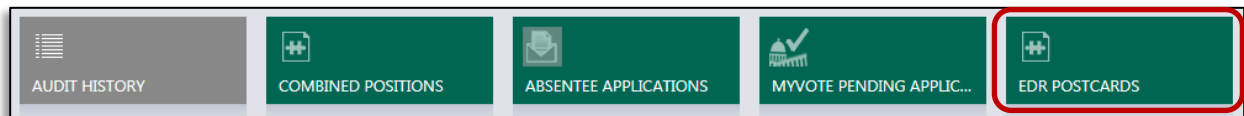
1. Click the Elections tile



2. Choose the appropriate election from the elections list

**Note:** make sure all Election Day Registrations have been entered and the **EDR Complete** checkpoint has been checked. (If you have no EDRs, the report will auto-complete with all zeros when the checkpoint is checked, and no further action is required.)

3. Click the down chevron next to the election name and locate the EDR Postcard Report tile; click to open



4. The EDR Postcard Associated View will load

- a. Municipal users will only see one record

EDR Postcards Associated View ▾	
CHART PANE ▾	RUN REPORT ▾
EXPORT EDR POSTCARDS	
✓ Name ↑	Status Reason
EDR Postcards for CITY OF LODI	Pending

- b. County clerks will see a record for each municipality in the county who has the **EDR Complete** checkpoint checked

EDR Postcards Associated View ▾	
CHART PANE ▾	RUN REPORT ▾
EXPORT EDR POSTCARDS	
✓ Name ↑	Status Reason
EDR Postcards for CITY OF BRILLION	Pending
EDR Postcards for CITY OF CHILTON	Pending
EDR Postcards for CITY OF NEW HOLSTEIN	Complete
EDR Postcards for TOWN OF BRILLION	Complete
EDR Postcards for TOWN OF BROTHERTOWN	Pending

5. Click on a record **Name** to open the EDR Report form

6. Enter the EDR Postcard information in the appropriate fields

- a. The **Total EDRs** field is pre-filled and locked, the number is populated based on the number of EDR registrations entered for the associated election

EDR POSTCARDS : INFORMATION

### EDR Postcards for CITY OF FRANKLIN

Status Reason: Pending

**EDR Postcard Reporting**

Jurisdiction *	CITY OF FRANKLIN - MILWAUKEE COUNTY	Total EDRs *	133
Election *	2018 Spring Primary	EDR Postcards Returned Undeliverable *	--
Parent	MILWAUKEE COUNTY	EDR Voters Inactivated *	--
		Referred To District Attorney *	--

- b. The remaining fields: Undeliverable Postcards, Voters Inactivated, and District Attorney Referrals will need to be entered
  - i. **Undeliverable Postcards:** Number of EDR verification postcards returned to your office as undeliverable by the post office
  - ii. **Voters Inactivated:** Number of voter records deactivated due to an undeliverable EDR postcard. Do not include voters deactivated due to reasons unrelated to an EDR postcard
  - iii. **District Attorney Referrals:** Number of Voters referred to the District Attorney due to an undeliverable EDR verification postcard and where you are unable to find a reasonable explanation for the card being returned

Total EDRs *	56
EDR Postcards Returned Undeliverable *	--
EDR Voters Inactivated *	--
Referred To District Attorney *	--

- c. All fields must have an entry. If there are no records to enter in a field, you must enter a zero

You must provide a value for EDR Voters Inactivated.

- d. Each field checks totals against previous fields; there cannot be more undeliverable postcards than the number of EDRs, more inactivated voters than the number of undeliverable postcards, etc.

Undeliverable Postcards cannot be greater than Total EDR's

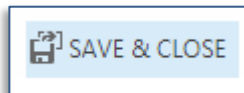
- Once you have completed the report, change the status reason to **Complete**

Status Reason  
Pending  
Complete

Total EDRs *	1
EDR Postcards Returned Undeliverable *	1
EDR Voters Inactivated *	1
Referred To District Attorney *	0

**Important!** You must manually change the status reason to Complete, WisVote will not do this automatically!

- Click **Save & Close**



## Updating an existing EDR Postcard Report

WisVote will allow updating postcard statistics of a closed election for up to one year after Election Day. There is no need to reopen the election or uncheck checkpoints to make these types of edits.

- Access the existing EDR Postcard Report under the appropriate election
- Click the Name hyperlink to open the completed report

ELECTION : INFORMATION  
2018 Spring Primary

EDR Postcards Associated View

CHART PANE RUN REPORT EXPORT EDR POSTCARDS SCHEDULE EXPORT

Name	Status Reason	Total EDRs	EDR Postcards...	EDR Voters In...	Referred To D...
EDR Postcards for WISCONSIN RAPIDS	Pending	37	13	6	1

- Place the cursor in the field you wish to edit and click

Total EDRs *	37
EDR Postcards Returned Undeliverable *	13
EDR Voters Inactivated *	6
Referred To District Attorney *	1

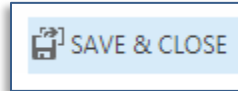
The **Total EDRs** field will automatically update when the **EDR Complete** checkpoint is rechecked after a new EDR is entered.

- Press backspace or delete to remove the existing entry, enter the new number for the selected field

**Note:** if other fields need to be updated, use the Tab button or cursor-click to move the cursor to another field

Total EDRs *	37
EDR Postcards Returned Undeliverable *	13
EDR Voters Inactivated *	7
Referred To District Attorney *	1

5. When the entry has been updated, click **Save & Close**



6. The **EDR Postcards Associated View** will reflect the updated information and no further action is required

EDR Postcards Associated View ▾						
Search for records						
CHART PANE ▾ RUN REPORT ▾ EXPORT EDR POSTCARDS SCHEDULE EXPORT						
✓	Name ↑	Status Reason	Total EDRs	EDR Postcards...	EDR Voters In...	Referred To D...
	EDR Postcards for WISCONSIN RAPIDS	Pending	37	13	7	1